

Proposal Approval Letter

This package contains:

1. Instructions & Checklist for Proposal Approval Letter
2. Proposal Approval Letter

Instructions & Checklist for Proposal Approval Letter

- This package contains (1) Instructions & Checklist for Proposal Approval Letter; and (2) Proposal Approval Letter;

- This form is designed to assist you in drafting a letter to approve a proposal.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

Thank you for taking the time to propose [Briefly Describe Proposal].

After carefully considering your plans, I am pleased to share that I have decided to approve your proposal. I believe that it will be mutually beneficial. Please feel free to contact my office should you have any questions or concerns regarding the implementation of your plan. Otherwise, you may begin work immediately.

Again, thank you for taking the time to make this proposal, and I look forward to reviewing the project's final results.

Sincerely,

[Your Name]
[Title if any or delete if none]